

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

5001 Southgate Drive, P.O. Box 36800

Billings, Montana 59107-6800

<http://www.mt.blm.gov/>

In Reply To:

1551 (MT934AM) P

September 8, 2003

EMAIL TRANSMISSION -09/09/03

Information Bulletin No. MT-2003-069

To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: CFR and Miscellaneous Publications Distribution List DD: 09/18/2003

Attached is the National Business Center's Information Bulletin BC-2003-072 on ordering CFRs and miscellaneous publications for FY 2004. Please identify the quantity required within your office and record them on the Official CFR Distribution List forms. Also, please complete the Annual Miscellaneous Publications Survey Form and return it along with the CFR Distribution List.

The IB states that many of the publications are available on the Internet. In order to help reduce costs, consider accessing the publications on the Internet rather than ordering large quantities.

Please send your requests to Anita McKenna, Records Manager, MT-934, on or before September 18, 2003. If you have any questions, you may contact Anita at 406-896-5187 or by e-mail.

Signed by: Diane M. Friez, Acting

Authenticated by: Laura Schmier -(MT-932)

1 Attachment

1 – IB BC-2003-072 (13 pp)

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
Denver Federal Center, Building 50
P.O. Box 25047
Denver, Colorado 80225-0047
<http://www.blm.gov/nbc>

In Reply Refer To:
1551 (BC-651) P

September 2, 2003

EMS TRANSMISSION
Information Bulletin No. BC-2003-072

To: All Washington Office and Field Officials
Attn: Records Managers and Publications Managers

From: Director, National Business Center

Subject: CFR and Miscellaneous Publications Distribution List DD: 09/24/03

To help us prepare for upcoming requests from the National Archives for our FY 2004 Code of Federal Regulations (CFR) requirements, please update the attached CFR order form. Also attached is a similar list for some Department of the Interior (DOI) and Bureau of Land Management (BLM) publications. Using the attached order forms, State Offices can gather the information from their subordinate offices and submit a request for the entire state organization. Similarly, Washington Office Group Administrators can consolidate the needs of their teams. Because costs for publications continue to rise, we recommend that everyone place orders judiciously for their organization. Please note that CFRs and other publications are available on the Internet. CFRs are available at <http://www.access.gpo.gov/ecfr/>. Bureau publications such as the Public Land Statistics, are available on the Internet at <http://www.blm.gov/nhp/browse.htm#pubs>.

Each year, the DOI receives several free copies of each CFR, and BLM is able to share in the distribution of these copies. Most of the CFR chapters and parts are received this way, at no charge to the requesting offices. However, because of the large quantities required for the more commonly used books, we must purchase additional copies. When this happens, the requesting offices will be asked to provide a cost code to pay for their portion of the order. The dollar amount and the quantity required will not be known until next fiscal year. Please take this into consideration when developing next year's publications budget.

The Federal Register has been added to the miscellaneous Publications Survey Form. However, please keep in mind that this publication is also available electronically at <http://www.gpoaccess.gov/fr/index.html>. By using the electronic version, we are able to save paper, reduce printing expenses, and avoid problems with delayed deliveries. Based on this, we recommend that everyone review their requirements for paper copies of this publication. When your review is complete, please tell us the quantity you need. It is important to include a quantity for the Federal Register; otherwise, we will have to cancel your office's subscription.

Please complete the attached forms and fax them by September 24, 2003, to the Bureau Printing Officer, Lee Campbell (BC-651), at 303-236-9470. If you have any questions or require assistance, please contact Lee at (303) 236-9422.

Thank you for providing us with the information we need to be able to meet your publications needs.

Signed by:
Thomas F. Boyd
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

2 Attachments

- 1 - Official CFR Distribution List (10 pp)
- 2 - Annual Miscellaneous Publications Survey (1p)

Distribution

BC-651
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US DEPARTMENT OF THE INTERIOR

OFFICE OF THE FEDERAL REGISTER

OFFICIAL CODE OF FEDERAL REGULATIONS DISTRIBUTION LIST

CFR Complete Set (paper edition) Number of Sets _____
Please note that a set is one copy of every CFR printed.

Please use the attached survey form to order individual copies of select CFRs.

DEPARTMENT OF THE INTERIOR
2004 ANNUAL SURVEY (CFR)
INDIVIDUAL COPIES

TITLE	QUANTITY
<u>CFR 01: General Provisions</u>	
<u>CFR 03: The President</u>	
<u>CFR 04: Accounts</u>	
<u>CFR 05: Admin Personnel</u>	PART 1 TO 699
<u>CFR 05: Admin Personnel</u>	PART 700 TO 1199
<u>CFR 05: Admin Personnel</u>	PART 1200 TO END
<u>CFR 07: Agriculture</u>	PART 0 TO 26
<u>CFR 07: Agriculture</u>	PART 27 TO 52
<u>CFR 07: Agriculture</u>	PART 53 TO 209
<u>CFR 07: Agriculture</u>	PART 210 TO 299
<u>CFR 07: Agriculture</u>	PART 300 TO 399
<u>CFR 07: Agriculture</u>	PART 400 TO 699
<u>CFR 07: Agriculture</u>	PART 700 TO 899
<u>CFR 07: Agriculture</u>	PART 900 TO 999
<u>CFR 07: Agriculture</u>	PART 1000 TO 1199
<u>CFR 07: Agriculture</u>	PART 1200 TO 1499
<u>CFR 07: Agriculture</u>	PART 1500 TO 1899
<u>CFR 07: Agriculture</u>	PART 1900 TO 1939
<u>CFR 07: Agriculture</u>	PART 1940 TO 1949
<u>CFR 07: Agriculture</u>	PART 1950 TO 1999
<u>CFR 07: Agriculture</u>	PART 2000 TO END
<u>CFR 08: Aliens National</u>	

<u>CFR 09: Animals</u>	<u>PART</u>	<u>1 TO</u>	<u>199</u>
<u>CFR 09: Animals</u>	<u>PART</u>	<u>200 TO</u>	<u>END</u>
<u>CFR 10: Energy</u>	<u>PART</u>	<u>0 TO</u>	<u>50</u>
<u>CFR 10: Energy</u>	<u>PART</u>	<u>51 TO</u>	<u>199</u>
<u>CFR 10: Energy</u>	<u>PART</u>	<u>200 TO</u>	<u>499</u>
<u>CFR 10: Energy</u>	<u>PART</u>	<u>500 TO</u>	<u>END</u>
<u>CFR 11: Federal Elections</u>			
<u>CFR 12: Banks and Banking</u>	<u>PART</u>	<u>1 TO</u>	<u>199</u>
<u>CFR 12: Banks and Banking</u>	<u>PART</u>	<u>200 TO</u>	<u>219</u>
<u>CFR 12: Banks and Banking</u>	<u>PART</u>	<u>220 TO</u>	<u>299</u>
<u>CFR 12: Banks and Banking</u>	<u>PART</u>	<u>300 TO</u>	<u>499</u>
<u>CFR 12: Banks and Banking</u>	<u>PART</u>	<u>500 TO</u>	<u>599</u>
<u>CFR 12: Banks and Banking</u>	<u>PART</u>	<u>600 TO</u>	<u>END</u>
<u>CFR 13: Business Credit</u>			
<u>CFR 14: Aeronautics Space</u>	<u>PART</u>	<u>1 TO</u>	<u>59</u>
<u>CFR 14: Aeronautics Space</u>	<u>PART</u>	<u>60 TO</u>	<u>139</u>
<u>CFR 14: Aeronautics Space</u>	<u>PART</u>	<u>140 TO</u>	<u>199</u>
<u>CFR 14: Aeronautics Space</u>	<u>PART</u>	<u>200 TO</u>	<u>1199</u>
<u>CFR 14: Aeronautics Space</u>	<u>PART</u>	<u>1200 TO</u>	<u>END</u>
<u>CFR 15: Comm Foreign</u>	<u>PART</u>	<u>0 TO</u>	<u>299</u>
<u>CFR 15: Comm Foreign</u>	<u>PART</u>	<u>300 TO</u>	<u>799</u>
<u>CFR 15: Comm Foreign</u>	<u>PART</u>	<u>800 TO</u>	<u>END</u>
<u>CFR 16: Comm Practices</u>	<u>PART</u>	<u>0 TO</u>	<u>999</u>
<u>CFR 16: Comm Practices</u>	<u>PART</u>	<u>1000 TO</u>	<u>END</u>
<u>CFR 17: Commodity Security</u>	<u>PART</u>	<u>1 TO</u>	<u>199</u>
<u>CFR 17: Commodity Security</u>	<u>PART</u>	<u>200 TO</u>	<u>239</u>
<u>CFR 17: Commodity Security</u>	<u>PART</u>	<u>240 TO</u>	<u>END</u>
<u>CFR 18: Conservation</u>	<u>PART</u>	<u>1 TO</u>	<u>399</u>

<u>CFR 18: Conservation</u>	PART	400 TO	END
<u>CFR 19: Custom Duties</u>	PART	0 TO	140
<u>CFR 19: Custom Duties</u>	PART	141 TO	199
<u>CFR 19: Custom Duties</u>	PART	200 TO	END
<u>CFR 20: Employee Benefits</u>	PART	1 TO	399
<u>CFR 20: Employee Benefits</u>	PART	400 TO	499
<u>CFR 20: Employee Benefits</u>	PART	500 TO	END
<u>CFR 21: Food and Drugs</u>	PART	1 TO	99
<u>CFR 21: Food and Drugs</u>	PART	100 TO	169
<u>CFR 21: Food and Drugs</u>	PART	170 TO	199
<u>CFR 21: Food and Drugs</u>	PART	200 TO	299
<u>CFR 21: Food and Drugs</u>	PART	300 TO	499
<u>CFR 21: Food and Drugs</u>	PART	500 TO	599
<u>CFR 21: Food and Drugs</u>	PART	600 TO	799
<u>CFR 21: Food and Drugs</u>	PART	800 TO	1299
<u>CFR 21: Food and Drugs</u>	PART	1300 TO	END
<u>CFR 22: Foreign Relations</u>	PART	1 TO	299
<u>CFR 22: Foreign Relations</u>	PART	300 TO	END
<u>CFR 23: Highways</u>			
<u>CFR 24: Housing & Urban</u>	PART	0 TO	199
<u>CFR 24: Housing & Urban</u>	PART	200 TO	499
<u>CFR 24: Housing & Urban</u>	PART	500 TO	699
<u>CFR 24: Housing & Urban</u>	PART	700 TO	1699

CFR 24: Housing & Urban	PART	1700 TO	END
-------------------------	------	---------	-----

CFR 25: Indians

CFR 26: Internal Revenue	PART	1 - 1.0-1-1.60
--------------------------	------	----------------

CFR 26: Internal Revenue	PART	1 - 1.161-1.169
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.170-1-300
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.301-1.400
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.401-1.440
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.441-1.500
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.501-1.640
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.641-1.850
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.851-1.907
--------------------------	------	-----------------

CFR 26: Internal Revenue	PART	1 - 1.908-1.1000
--------------------------	------	------------------

CFR 26: Internal Revenue	PART	1 - 1.1001-1.1400
--------------------------	------	-------------------

CFR 26: Internal Revenue	PART	1 - 1.1401 - END
--------------------------	------	------------------

CFR 26: Internal Revenue	PART	2 TO 29
--------------------------	------	---------

CFR 26: Internal Revenue	PART	30 TO 39
--------------------------	------	----------

CFR 26: Internal Revenue	PART	40 TO 49
--------------------------	------	----------

CFR 26: Internal Revenue	PART	50 TO 299
--------------------------	------	-----------

CFR 26: Internal Revenue	PART	300 TO 499
--------------------------	------	------------

CFR 26: Internal Revenue	PART	500 TO 599
--------------------------	------	------------

CFR 26: Internal Revenue	PART	600 TO END
--------------------------	------	------------

CFR 27: Alcohol Tobacco	PART	1 TO 199
-------------------------	------	----------

CFR 27: Alcohol Tobacco	PART	200 TO END
-------------------------	------	------------

<u>CFR 28: Judicial Admin</u>	<u>PART</u>	<u>1 TO 42</u>
<u>CFR 28: Judicial Admin</u>	<u>PART</u>	<u>43 TO END</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>0 TO 99</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>100 TO 499</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>500 TO 899</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>900 TO 1899</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>1900 TO 1910</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>1910</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>1911 TO 1925</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>1926</u>
<u>CFR 29: Labor</u>	<u>PART</u>	<u>1927 TO END</u>
<u>CFR 30: Mineral Resources</u>	<u>PART</u>	<u>1 TO 199</u>
<u>CFR 30: Mineral Resources</u>	<u>PART</u>	<u>200 TO 699</u>
<u>CFR 30: Mineral Resources</u>	<u>PART</u>	<u>700 TO END</u>
<u>CFR 31: Money Finance</u>	<u>PART</u>	<u>0 TO 199</u>
<u>CFR 31: Money Finance</u>	<u>PART</u>	<u>200 TO END</u>
<u>CFR 32: National Defense</u>	<u>PART</u>	<u>1 TO 190</u>
<u>CFR 32: National Defense</u>	<u>PART</u>	<u>191 TO 399</u>
<u>CFR 32: National Defense</u>	<u>PART</u>	<u>400 TO 629</u>
<u>CFR 32: National Defense</u>	<u>PART</u>	<u>630 TO 699</u>
<u>CFR 32: National Defense</u>	<u>PART</u>	<u>700 TO 799</u>
<u>CFR 32: National Defense</u>	<u>PART</u>	<u>800 TO END</u>
<u>CFR 33: Navigation</u>	<u>PART</u>	<u>1 TO 124</u>

<u>CFR 33: Navigation</u>	PART	125 TO	199
<u>CFR 33: Navigation</u>	PART	200 TO	END
<u>CFR 34: Education</u>	PART	1 TO	299
<u>CFR 34: Education</u>	PART	300 TO	399
<u>CFR 34: Education</u>	PART	400 TO	END
<u>CFR 35: Panama Canal</u>			
<u>CFR 36: Parks Forests</u>	PART	1 TO	199
<u>CFR 36: Parks Forests</u>	PART	200 TO	299
<u>CFR 36: Parks Forests</u>	PART	300 TO	END
<u>CFR 37: Patents Trademarks</u>			
<u>CFR 38: Pensions Bonuses</u>	PART	0 TO	17
<u>CFR 38: Pensions Bonuses</u>	PART	18 TO	END
<u>CFR 39: Postal Service</u>			
<u>CFR 40: Protection Env</u>	PART	1 TO	49
<u>CFR 40: Protection Env</u>	PART	50 TO	51
<u>CFR 40: Protection Env</u>	PART	52	
		52.01 - 52.1018	
<u>CFR 40: Protection Env</u>	PART	52	
		52.1019 - END	
<u>CFR 40: Protection Env</u>	PART	53 TO	59
<u>CFR 40: Protection Env</u>	PART	60 TO	
<u>CFR 40: Protection Env</u>	PART	61 TO	62
<u>CFR 40: Protection Env</u>	PART	63 TO	71
<u>CFR 40: Protection Env</u>	PART	72 TO	80

<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>81 TO</u>	<u>85</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>86 TO</u>	
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>87 TO</u>	<u>135</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>136 TO</u>	<u>149</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>150 TO</u>	<u>189</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>190 TO</u>	<u>259</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>260 TO</u>	<u>265</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>266 TO</u>	<u>299</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>300 TO</u>	<u>399</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>400 TO</u>	<u>424</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>425 TO</u>	<u>699</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>700 TO</u>	<u>789</u>
<u>CFR 40: Protection Env</u>	<u>PART</u>	<u>790 TO</u>	<u>END</u>
<u>CFR 41: Public Contacts</u>	<u>PART</u>	<u>1 TO</u>	<u>100</u>
<u>CFR 41: Public Contacts</u>	<u>PART</u>	<u>101</u>	
<u>CFR 41: Public Contacts</u>	<u>PART</u>	<u>102 TO</u>	<u>200</u>
<u>CFR 41: Public Contacts</u>	<u>PART</u>	<u>201 TO</u>	<u>END</u>
<u>CFR 42: Public Health</u>	<u>PART</u>	<u>1 TO</u>	<u>399</u>
<u>CFR 42: Public Health</u>	<u>PART</u>	<u>400 TO</u>	<u>429</u>
<u>CFR 42: Public Health</u>	<u>PART</u>	<u>430 TO</u>	<u>END</u>
<u>CFR 43: Public Lands</u>	<u>PART</u>	<u>1 TO</u>	<u>999</u>
<u>CFR 43: Public Lands</u>	<u>PART</u>	<u>1000 TO</u>	<u>END</u>
<u>CFR 44: Emergency Mgmt</u>			

<u>CFR 45: Public Welfare</u>	<u>PART</u>	<u>1 TO</u>	<u>199</u>	
<u>CFR 45: Public Welfare</u>	<u>PART</u>	<u>200 TO</u>	<u>499</u>	
<u>CFR 45: Public Welfare</u>	<u>PART</u>	<u>500 TO</u>	<u>1199</u>	
<u>CFR 45: Public Welfare</u>	<u>PART</u>	<u>1200 TO</u>	<u>END</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>1 TO</u>	<u>40</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>41 TO</u>	<u>69</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>70 TO</u>	<u>89</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>90 TO</u>	<u>139</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>140 TO</u>	<u>155</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>156 TO</u>	<u>165</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>166 TO</u>	<u>199</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>200 TO</u>	<u>499</u>	
<u>CFR 46: Shipping</u>	<u>PART</u>	<u>500 TO</u>	<u>END</u>	
<u>CFR 47: Telecommunication</u>	<u>PART</u>	<u>0 TO</u>	<u>19</u>	
<u>CFR 47: Telecommunication</u>	<u>PART</u>	<u>20 TO</u>	<u>39</u>	
<u>CFR 47: Telecommunication</u>	<u>PART</u>	<u>40 TO</u>	<u>69</u>	
<u>CFR 47: Telecommunication</u>	<u>PART</u>	<u>70 TO</u>	<u>79</u>	
<u>CFR 47: Telecommunication</u>	<u>PART</u>	<u>80 TO</u>	<u>END</u>	
<u>CFR 48: Fed Acquisition</u>	<u>PART</u>	<u>1 TO</u>	<u>51</u>	<u>1</u>
<u>CFR 48: Fed Acquisition</u>	<u>PART</u>	<u>52 TO</u>	<u>99</u>	<u>1</u>
<u>CFR 48: Fed Acquisition</u>	<u>PART</u>	<u>201 TO</u>	<u>251</u>	<u>2</u>
<u>CFR 48: Fed Acquisition</u>	<u>PART</u>	<u>252 TO</u>	<u>299</u>	<u>2</u>
<u>CFR 48: Fed Acquisition</u>				<u>3-6</u>

<u>CFR 48: Fed Acquisition</u>	<u>7-14</u>
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<u>CFR 48: Fed Acquisition</u>	<u>15-28</u>
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<u>CFR 48: Fed Acquisition</u>	<u>29-END</u>
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<u>CFR 49: Transportation</u>	<u>PART</u>	<u>1 TO</u>	<u>99</u>
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<u>CFR 49: Transportation</u>	<u>PART</u>	<u>100 TO</u>	<u>185</u>
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<u>CFR 49: Transportation</u>	<u>PART</u>	<u>186 TO</u>	<u>199</u>
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<u>CFR 49: Transportation</u>	<u>PART</u>	<u>200 TO</u>	<u>399</u>
-------------------------------	-------------	---------------	------------

<u>CFR 49: Transportation</u>	<u>PART</u>	<u>400 TO</u>	<u>999</u>
-------------------------------	-------------	---------------	------------

<u>CFR 49: Transportation</u>	<u>PART</u>	<u>1000 TO</u>	<u>1199</u>
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<u>CFR 49: Transportation</u>	<u>PART</u>	<u>1200 TO</u>	<u>END</u>
-------------------------------	-------------	----------------	------------

<u>CFR 50: Wildlife</u>	<u>PART</u>	<u>1 TO</u>	<u>199</u>
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<u>CFR 50: Wildlife</u>	<u>PART</u>	<u>200 TO</u>	<u>599</u>
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<u>CFR 50: Wildlife</u>	<u>PART</u>	<u>600 TO</u>	<u>END</u>
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<u>CFR : Index</u>

US DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
FY 2004 MISCELLANEOUS
PUBLICATIONS SURVEY FORM

<u>TITLE</u>	<u>QUANTITY</u>
<u>Federal Register Subscriptions</u>	
<u>All Employees Distribution Lists</u>	
<u>Bureau Decisions (IBLA's) (Paper Form Only)</u>	
<u>Department Decisions and Options Re: BLM</u>	
<u>Department Manual (Future Updates Only)</u>	
<u>Department Manual Subject Index, FPM, FAR, and IPMR Additions</u>	
<u>Index Digest Department Decisions and Opinions</u>	
<u>Interior Decisions (Ids) Preprint Pamphlet (monthly edition)</u>	
<u>Public Land Statistics</u>	
<u>Secretary's Orders & Amendments</u>	
<u>Telephone Directory -- BLM Offices</u>	
<u>Telephone Directory -- Department of the Interior</u>	